

DD/A REGISTRY

FILE: Personnel-4

7 NOV 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Clifford D. May, Jr.
Acting Deputy Director for Administration

SUBJECT : Career Service Panels for Secretarial
and Clerical Personnel

REFERENCE : Your Memorandum to Deputy Directors,
Subject as Above, dtd 16 Oct 1979
(ER 79-8569) (w/attachment)

In response to referent memorandum and in compliance with your earlier directive of 13 April 1978, we have reviewed our clerical panel system in the Directorate of Administration and can assure you that all sub-groups in the DDA have an appropriate panel to administer career management functions for secretarial personnel GS-07 and below and all other clerical employees.

/s/ C. D. May

Clifford D. May, Jr.

Distribution:

Orig - DDCI

1 - Executive Registry

(1) - DDA Subj, w/atts

1 - DDA Chrono

1 - A/DDA Chrono

1 - DDA/CMO Subj, w/atts

1 - DDA Chrono

STAT DDA/CMO: